

1 JULY 2003



Supply

USAF SUPPLY MANUAL

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OPR: 88 CG/SCQIP (Cheryl Lambert)
Supersedes AFMAN 23-110CD. Basic 1 Apr 03

Certified by: 88 CG/SCQIP (Shelly Loges)
Pages: 8
Distribution: F

Ensure that all records created by this AFMAN are maintained and disposed of IAW AFMAN 37-139, Records Disposition Schedule.

This AFMAN 23-110 compact disc-read only memory (CD-ROM), BASIC, replaces information in AFMAN 23-110CD, BASIC, dated 1 April 2003, and contains Volumes 1, 3, 4, 5, 6, 7 and 9, as indicated below.

1. Volume 1, Part 1, "Basic AF Supply Procedures," establishes a uniform system of stock control throughout the USAF by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, shipment, disposition, identification of and accounting for equipment and supplies (classified and unclassified) by USAF organizations and reserve forces. Other functions covered by this part include the implementation and operational instructions for MILSTRIP and the DoD Uniform Materiel Movement and Issue Priority System.
2. Volume 1, Part 2, "Assignment of Management Responsibilities and Account Numbers," provides a consolidated source for information concerning assigned stock record account numbers and assignment of item manager responsibilities.
3. Volume 1, Part 3, "AF Stock Fund and DPSC Assigned Item Procedures," prescribes the operating procedures for the Aviation Fuels Division, Clothing Division, Missile Fuels, Systems Support Division, and General Support Division. These procedures may include but are not limited to requisition, receipt, storage, issue, and item accounting. For those functions not covered by this part, the other applicable volumes of this manual will apply.
4. Volume 1, Part 4, "Standard Supply Codes, Formats, and Transaction Layouts," provides ready identification and use of various codes applicable to procedures covered in other portions of this manual. The codes contained herein are intended to standardize coding procedures and, unless otherwise specified, will be used. These codes and procedures are published for compliance by all concerned.

5. Volume 3, Part 1, "Miscellaneous Materiel Management Procedures," establishes a uniform system of stock control by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, turn in, shipment, reporting, identification of and accounting for supplies by USAF depots, and other designated activities, and is published for compliance by all concerned.
6. Volume 3, Part 2, "D035K Users Manual," established ADP procedures for stock control, requisition, purchase, receipt, issue, turn in, shipment, reporting, identification of and accounting for supplies by ALC/Newark AFB depot supply activities, and other local organizations/tenant activities, and is published for compliance by all concerned.
7. Volume 3, Part 3, "Item Manager Whole Requisition Process (DO35A)," establishes a uniform ADP system and prescribes standard procedures for or relative to stock control, distribution, receipt, storage, issue, shipment, reporting identification, and accounting for item manager type items as USAF depots or other designated activities, and is published for compliance by all concerned. (Controlled distribution.)
8. Volume 3, Part 5, "Air Force Recoverable Assembly Management System," establishes a uniform ADP system and prescribes standard procedures for operating the AF recoverable management system at AF depots or other designated activities.
9. Volume 3, Part 8, "Special Support Stock Control and Distribution System Procedures," establishes a uniform ADP system and prescribes standard procedures for or relative to stock control, distribution, receipt, storage, issue, shipment, reporting identification, and accounting for materiel required in support of selected USAF first-line aircraft, missiles, and systems.
10. Volume 4, Part 1, "Air Force Equipment System Policy and Procedures," specifies policy and procedural guidance applicable to AF activities, in the management of organizational equipment under the AF equipment management system (AFEMS). This includes development, validation, and use of equipment allowances, authorizations, accountable records, reports, and related management information. Procedures which apply the prescribed policy to the operation of the Chief of Supply (COS) where the standard base supply system (SBSS) is utilized are outlined in volume 2, part 2.
11. Volume 4, Part 2, "Air Force Equipment System Procedures for System Products," consists of information on the development, validation, and submission of reports in support of the AFEMS. It describes the concepts, objectives, system processes, file maintenance procedures, products, policies and specific responsibilities required to assure continuous and accurate submission of data.
12. Volume 5, "AF Medical Materiel Management System-General," establishes a uniform system of supply within USAF activities by prescribing a standard procedure for the management of AF medical materiel.
13. Volume 6, "Excess and Surplus Personal Property," establishes policy and procedures, and provides guidance for Air Force (AF) activities worldwide for the processing of excess property. It implements the requirements of DoD Manual 4160.21, Defense Reutilization and Marketing Manual, March 1990, and DoD Manual 4160.21-1, Defense Demilitarization Manual, October 1991. It further prescribes the criteria and procedures for documentation and processing of excess property for turn in to the Defense Reutilization and Marketing Office (DRMO). Also included are procedures and policies for the reclamation pro-

gram, demilitarization program, donation program, the Precious Metals Recovery Program (PMRP), and processing of complete aircraft and missiles. Policy and procedures for AF utilization of excess property available from the Department of Defense (DoD) and the General Services Administration (GSA) screening systems are also provided.

14. Volume 7, Part 1, "Mechanized Materials Handling Systems and Storage Aids Systems," establishes procedures and assigns responsibilities for the acquisition, modification, and installation of Mechanized Materials Handling Systems (MMHS) and Storage Aids Systems (SAS), and is published for compliance by all concerned.

15. Volume 7, Part 3, "The Air Force Shelf-Life Program," establishes guidance and procedures, and assigns responsibilities for management of the shelf-life of supply items throughout the Air Force.

16. Volume 7, Part 4, "Air Force Pricing Programs," consolidates procedures and updates the pricing programs at the retail and wholesale levels. It consolidates procedures for the Zero Overpricing Program (ZOP), the Accelerated Zero Overpricing Program (AZOP), the Estimated Zero Overpricing Program (EZOP), the Price Validation Codes (PVC), the Procedures and Use of Standard Prices, and the Price Appraisal Program (PAP). Additionally, it covers price challenges for items managed by other services. These programs and policies cover the pricing and procurement process before the price is set, once it has been bought, if the customer finds one for less, and if the media highlights a price as a problem.

17. Volume 9, "Security Assistance Program Procedures," provides procedures for the requisition, purchase, receipt, storage, shipment, disposition, identification of, and accounting for supplies and equipment furnished by grant aid or foreign military sales to recipient countries.

Special notes:

1. Adobe Acrobat Reader version 5.0 with search tools is the standard for viewing Portable Document Format (PDF) output files. Adobe Acrobat indexes, 100 percent accurate and complete, are provided for searching across the entire library or on individual files. They are composed of "numerically named" volume/part/chapter files. Currently, internal hyperlinks are operational. However, external hyperlinks are not functional/operational, but this feature is planned for the near future. With the use of Acrobat PDF files, printing will now lend itself to desirable and easier printing capabilities at the user level.

2. The volume or label name for our CD is "AFILSEPL".

3. Due to program fallback changes with releases, we recommend that you keep an inactive file of at least a year's worth of CD-ROMs. This is not mandatory, but is highly suggested.

4. Future CDs will have selected sample forms, update/remove erroneous references, and replace graphics that have heretofore been unavailable or unusable because of our conversion to electronic publishing.

5. Procedural Instruction Messages (PIMs): Since the arrival of electronic publishing, we no longer issue PIMs.

SUMMARY OF REVISIONS

A summary follows (by volume, part, chapter, section, and/or attachment) of SIGNIFICANT CHANGES made on this CD.

1. VOLUME 3:**a. Part 3.****(1) Chapter 3:**

(a) Revised Paragraph 3.7.6. from “3AD” is used to identify requisitions pertaining to depot repair in support of DMISA” to 3.7.6. “Project Code “3AD” identifies materiel requisitioned for depot repair (overhaul and maintenance of DMISA items).”

(b) Paragraph 3.7.11. will be deleted. It read “3.7.11. “Project code “476” is used by other services or contractors to requisition component parts (investment items, ERRC “C” or “T”) on a free issue basis to support the repair of Air Force end items at another service or contractor repair site under Depot Maintenance Interservice Supply Agreement (DMISA) procedures. Requisitions received with project code “476” are output on a “9K” DMISA, Review By IMS controlled exception.” This will lead to renumbering the remaining paragraphs in 3.7. - 3.7.12. They will look like this:

(c) 3.7.11. “Project Code “A78” is used by Air Force base customers (non depots) to preclude “FM” reject of a requisition for an item that is coded for depot overhaul use only as indicated by maintenance code/engine depot authorized (EDA) “3” and fund code “RO” on the NSN items record.”

(d) 3.7.12. “For project codes “122”/”123” refer to paragraph 3.11. in this chapter.”

3. FORMS:**a. Forms Prescribed.**

(1) AF 36, **Supply Document Register**

(2) AF 59, **Sealed Pallet Notice**

(3) AF 191, **Ammunition Disposition Request**

(4) AF 465, **Bench Stock Inventory**

(5) AF 538, **Personal Clothing and Equipment Record**

(6) AF 600, **Equipment Control Register**

(7) AF 656, **Clothing Request and Receipt--Male/Female**

(8) AF 657, **Personal Clothing Record--Female Airmen (Air Force Reserve and Air National Guard),**

(9) AF 658, **Personal Clothing Record--Male Airmen (Air Force Reserve and Air National Guard)**

(10) AF 659, **Personal Clothing Claim**

(11) AF 664, **Aircraft Fuels Documentation Log**

(12) AF 666, **Certification of Charge Sales Accepted by the Finance Officer**

(13) AF 668, **Clothing Certificate for Category I Airmen Being Released from Active Duty**

- (14) AF 824, **Daily Fuels Request and Servicing Log**
- (15) AF 856, **Propellant Unit Record**
- (16) AF 857, **USAF Propellant Sale/Transfer/Return Report**
- (17) AF 855, **Record of Receipts (of Missile Propellant)**
- (18) AF 858, **Forecast of Sales Requirements**
- (19) AF 859, **Monthly Inventory Transaction Reports**
- (20) AF 1032, **WRM Spares List**
- (21) AF 1232, **Bulk Fuel Issue/Defuel Summary 191**
- (22) AF 1233, **Bulk Storage Summary**
- (23) AF 1235, **Physical Inventory (Fuels/Missile Propellants)**
- (24) AF 1236, **Daily Service Station Summary**
- (25) AF 1237, **Inventory (Fuels/Missile Propellants)**
- (26) AF 1295, **USAF Ground Fuel Identaplate**
- (27) AF 1295A, **USAF Ground Fuel Identiplate (For use only by USAF bases using new Automated Fuel Issue Equipment)**
- (28) AF 1429, **Repair Parts Inventory Balance Record**
- (29) AF 1445, **Materials and Equipment List**
- (30) AF 1828, **Vehicle Historical Record**
- (31) AF 1991, **General Purpose Creation**
- (32) AF 1994, **Fuels Issue/Defuel Document (DOD)**
- (33) AF 1995, **Fuels Issue/Defuel Document (Non-DOD)**
- (34) AF 1996, **Adjusted Stock Level**
- (35) AF 2001, **Notification of TCTO Kit Requirements**
- (36) AF 2005, **Issue/Turn-In Request**
- (37) AF 2009-1, **Manual Supply Accounting Record**
- (38) AF 2011, **Base Supply ADPE Work Request**
- (39) AF 2025, **Post Calibration Radiation Inspection Record Radiographic**
- (40) AF 2026, **Post Calibration Radiation Inspection Record Fluoroscopic**
- (41) AF 2027, **Audiometer Calibration Record**
- (42) AF 2028, **Ultrasonic Therapy Unit Inspection Record**
- (43) AF 2032, **Inspection Extension**
- (44) AF 2206, **Program Layout Format**

b. Forms Adopted.

- (1) AF 9, **Request for Purchase**
- (2) AF 86, **Request for Cataloging Data/Action**
- (3) AF 126, **Customer Request Log**
- (4) AF 332, **Base Civil Engineer Work Request**
- (5) AF 392, **Airman Assignment Preference Statement**
- (6) AF 500, **Daily and Weekly Fuel Record**
- (7) AF 581, **Medical Linen Supply Record**
- (8) AF 597, **ADPE Maintenance Record**
- (9) AF 601, **Equipment Action Request**
- (10) AF 614, **Charge Out Record**
- (11) AF 616, **Fund Cite Authorization**
- (12) AF 971, **Supervisor's Employee Brief**
- (13) AF 1000, **United States Air Force Suggestion**
- (14) AF 1230, **Standard Reporting Designator (SRD) Candidate Information**
- (15) AF 1261, **Information Systems Acceptance Certificate**
- (16) AF 1297, **Temporary Issue Receipt**
- (17) AF 1815, **Difficulty Report (DIREP) Worksheet**
- (18) AF 2530, **Alarm System Test Record**
- (19) AF 3062, **Abstracts of Proposals/Quotations (Negotiated Agreement)**
- (20) AF 3215, **C4 Systems Requirements Document**
- (21) AFTO 91, **Limited Technical Inspection - Motor Vehicles**
- (22) DD 150, **Special Measurements Blank for Special Measurements/Orthopedic Boots and Shoes**
- (23) DD 200, **Financial Liability Investigation of Property Loss**
- (24) DD 250, **Material Inspection and Receiving Report**
- (25) DD 250-1, **Tanker/Barge Material Inspection and Receiving Report**
- (26) DD 362, **Statement of Charges/Cash Collection Voucher**
- (27) DD 771, **Eyewear Prescription**
- (28) DD 1131, **Cash Collection Voucher**
- (29) DD 1150, **Request for Issue or Turn-In**
- (30) DD 1155, **Order for Supplies or Services**
- (31) DD 1191, **Warning Tag for Medical Oxygen Equipment**
- (32) DD 1342, **DOD Property Record**

- (33) DD 1348, **DOD Single Line Item Requisition System Document (Manual)**
- (34) DD 1348-1A, **Issue Release/Receipt Document**
- (35) DD 1348-6, **DOD Single Line Item Requisition System Document (Manual - Long Form)**
- (36) DD 1348-7, **DOD MILSTPETS Single Line Item Requisition/Release/Receipt Document**
- (37) DD 1348M, **DOD Single Line Item Requisition System Document (Mechanical)**
- (38) DD 1387-2, **Special Handling Data/Certification**
- (39) DD 1391, **FY 19__ Military Construction Project Data**
- (40) DD 1391C, **FY 19__ Military Construction Project Data (continued)**
- (41) DD 1392, **Data Message Form**
- (42) DD 1502, **Frozen medical Material Shipment**
- (43) DD 1502-1, **Chilled Medical Material Shipment**
- (44) DD 1502-2, **Limited Unrefrigerate medical material Shipment**
- (45) DD 1574, **Serviceable Tag - Materiel**
- (46) DD 1574-1, **Serviceable Label - Materiel**
- (47) DD 1575, **Suspended Tag - Materiel**
- (48) DD 1576, **Test/Modification Tag - Materiel**
- (49) DD 1577, **Unserviceable (Condemned) Tag - Materiel**
- (50) DD 1577-2, **Unserviceable (Reparable) Tag - Materiel**
- (51) DD 1896, **Jet Fuel Identaplate**
- (52) DEA 106, **Report of Theft or Loss of controlled Substances**
- (53) DEA 222, **Official Order Form for Schedule I and II Controlled Substances**
- (54) DEA 222A, **Order Book Requisition (For Schedule I and II Controlled Substances)**
- (55) DEA 224, **Application for Registration**
- (56) DEA 224A, **Application for Registration Renewal**
- (57) SF 44, **Purchase Order-Invoice Voucher (Storage Safeguard Form)**
- (58) SF 361, **Transportation Discrepancy Report**
- (59) SF 364, **Report of Discrepancy**
- (60) SF 368, **Product quality Deficiency Report**
- (61) SF 380, **Reporting and Processing Medical Material Complaints/Quality Improvement Report**
- (62) SF 1081, **Voucher and Schedule of Withdrawals and Credits**
- (63) DFSC 21.1, **Source Identification and Ordering Authorization**
- (64) DISA 41, **System Authorization Access Request (SAAR)**

(65) OF 83, **NMCS (Not Mission Capable Supply) (Label) (3 x 1 1/2")**

(66) OF 84, **NMCS (Not Mission Capable Supply) (Label) (3 x 5")**

(67) OF 274, **Equipment Warranty**

(68) AFMC 200, **Accelerated Delivery Request**

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